

Initial Consultation Meeting			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,505
ENVIRONMENTAL			
PDS REVIEW TEAMS			\$700**
STORMWATER			
DEH	SEPTIC/WELL	\$238***	
	SEWER	\$238***	
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL			
\$1,505 +			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** If PDS Land Development is requested, please collect \$700 initial deposit.

*** If DEH is requested, please collect \$238 initial deposit.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

---- Plot Plan

[126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)

[320 Evidence of Legal Parcel](#) (and any deeds)

[325 Initial Consultation Meeting Request](#)

[346S Supplemental Application](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

---- Plot Plans: **Five (5) hard copies.**

If in Alpine CPG area: **Eight (8) hard copies.**

If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**

[346 Discretionary Permit Application](#): **One (1) hard copy.**

[346S Supplemental Application](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

[090 Typical Plot Plan](#)

[209 Defense and Indemnification Agreement FAQs](#)

[906 Signature Requirements](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Application must provide at least Five (5) hard copies of necessary plot plans for the Initial Consultation Meeting.
6. Detailed project description along with a conceptual plot plan required.
7. Copies of all material will be distributed to PDS Land Development (and DEH if necessary).
8. Can be turned in over the counter.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.